



Example of Inventory Control Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of inventory control specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for inventory control specialist

- Supervise, oversee, and plan every activity that relates to inventory control in the organization or warehouse environment
- See to proper inventory to ensure customers' demands are met in the most efficient manner obtainable
- Work directly with management to bring them up to date regarding stock inflow and outflow
- Compile inventory information and present it to management for effective decision making, which may include the need for restock, and so on
- Provide recommendations to management, to sales leaders
- Provide accurate information on inventory to customers to guide them in their choice of items to order
- Review balance of inventory and count the items in stock
- Initiate policy changes regarding inventory in the company
- Investigate hitches in the warehouse inventory system and execute necessary improvements towards better business performance, which centers on customer satisfaction
- Perform managerial functions, including retraining members of staff of the warehouse if necessary

Qualifications for inventory control specialist

- Working knowledge of Microsoft Windows, Microsoft Office and inventory management systems
- Minimum of two years' of experience in creating shipping and receiving documentation
- Able to manage multiple priorities, work efficiently under pressure and consistently meet tight deadlines
- Ability to process statistical data and creating an action plan
- Proficient in MS Office knowledge